MaaS360 for Mobile Devices

Getting the Most Guide

Table of Contents

Overview

Businesses and employees are using mobile devices in ways not envisioned before. Personal device ownership and usage is growing rapidly. MaaS360 for Mobile Devices is a cloud-based multi-tenant platform that provides enhanced management of your iOS and Android devices.

You can register for a 30 day trial of the MaaS360 Mobile Device Management solution via the MaaS360 website at http://www.maas360.com.

After registering, a success message will appear. Click the green button to continue.

The Quick Start screens will walk you through setting up your account and enrolling devices.

Note: The account you create as part of your trial will continue into Production if you purchase MaaS360. The devices you enroll as part of your trial will not need to be enrolled again.

You will receive a welcome email containing important information about your trial. Be sure to keep this information, in case you need support later.

Step 1: Select Platforms

MaaS360 is automatically configured to support Android, Windows Phone and BlackBerry devices. If these are the only devices you will be using, click **Start without iOS** to move to the next step, **Add Devices**.

If you will be using iOS devices, Apple requires you to have an Apple Push Notification service (APNs) certificate. MaaS360 will walk you through the process of obtaining this certificate:

1. Click **Setup iOS Now**. The Safari, Chrome and Firefox web browsers are recommended for this process.

2. Enter a corporate AppleID. You must use the same AppleID every year when renewing your APNs certificate.
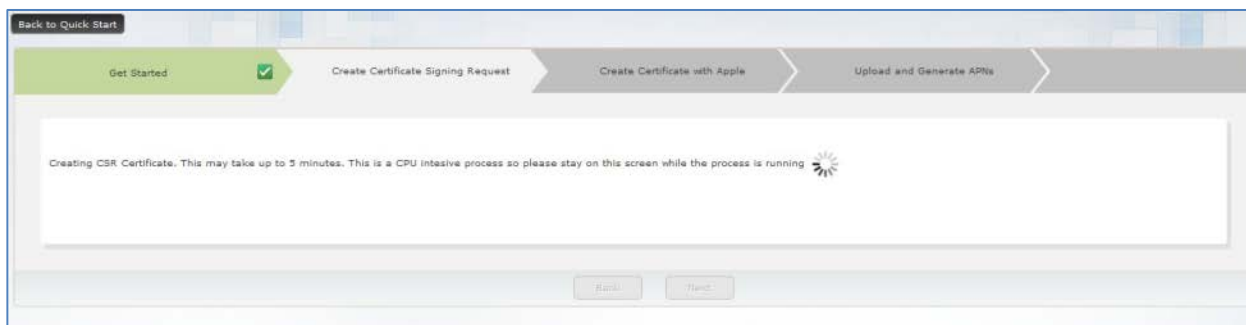
   If you don't have an AppleID, hover over **Create ID?** and click **Apple Website.** This will take you to a page where you can create a corporate AppleID.

   Enter the AppleID and click **Next**.

Note: We strongly recommend that this AppleID belong to your company and not an individual. The AppleID you use to set up your devices is the same one you will need to renew your certificate each year. If you use a personal AppleID and the person leaves your company, you will need to create a new AppleID at renewal time and re-enroll all of your iOS devices using it.
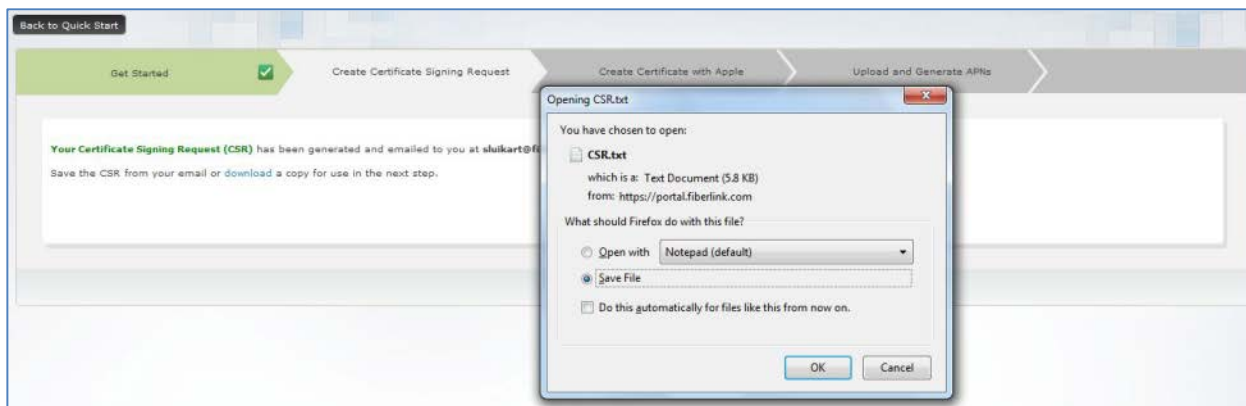
3. The Certificate Signing Request (CSR) will be generated automatically. This process can take up to 5 minutes. Please remain on this page or you will have to redo the previous steps.

4. The CSR will be emailed to the specified account. You can also click the **download** link to upload it right away.
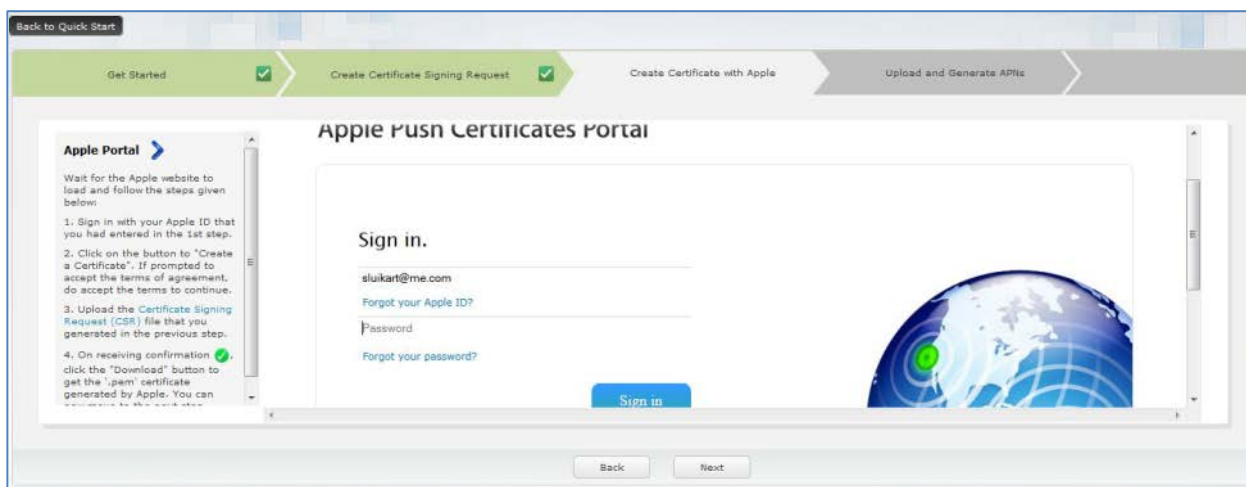

5. After clicking the **download** link, you will be able to save the file. Saving it will put it in your **Downloads** folder by default.
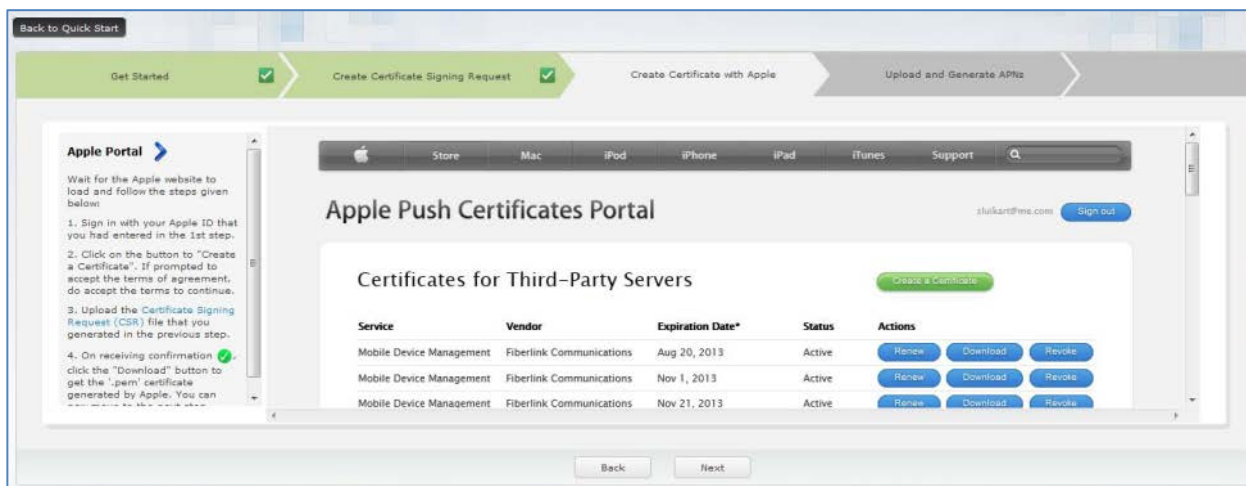
6. Enter the AppleID you used in Step 2 and the password, and then click **Sign in**.
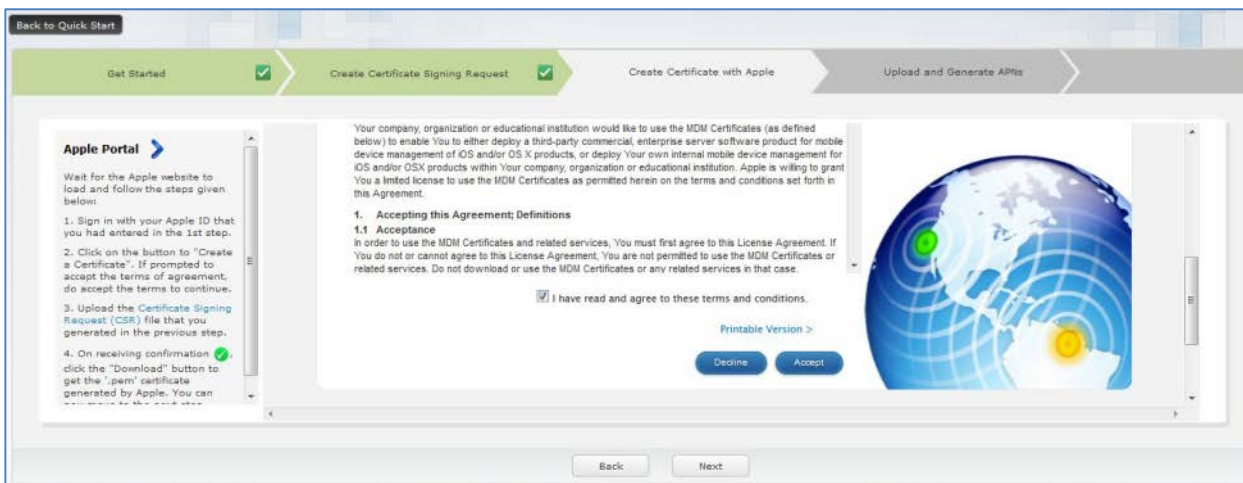
   To skip the steps necessary to generate a PEM file, click **Next**. Continue with Step #12.
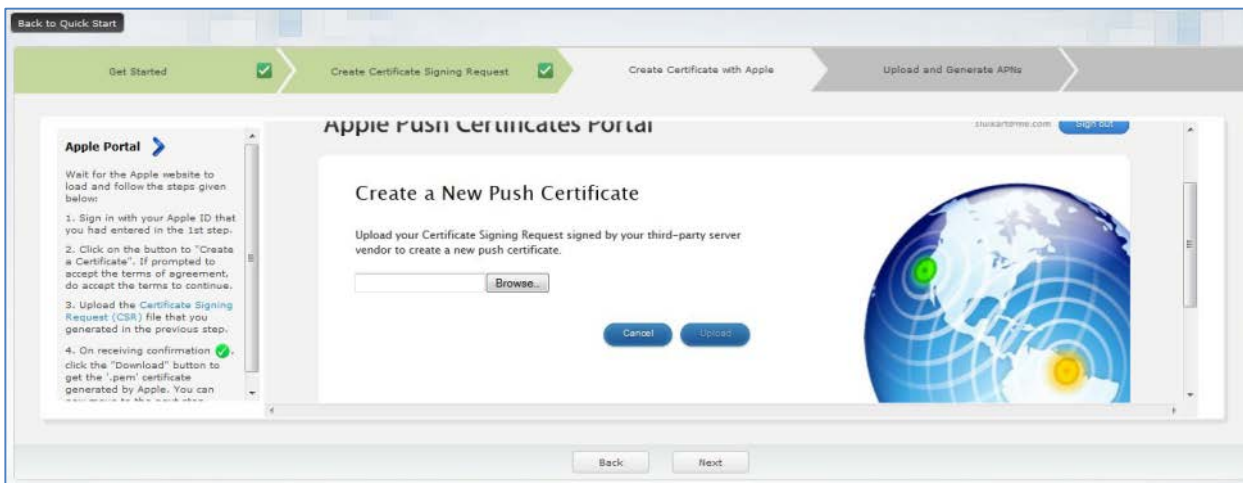

7. Click the green **Create a Certificate** button.

8. Check the box next to **I have read and agree to these terms and conditions** and click **Accept**.
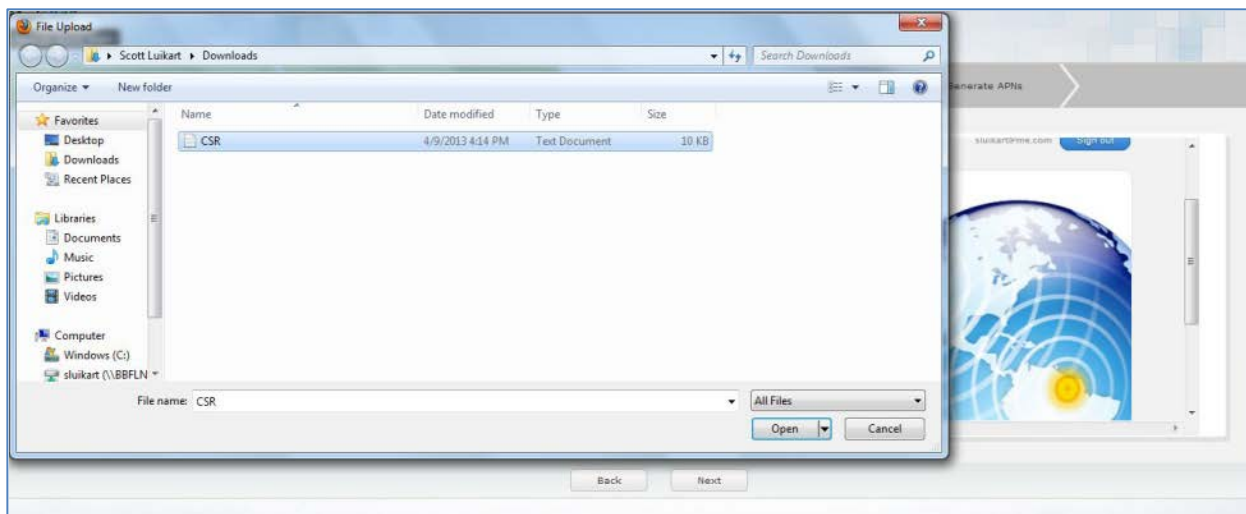

9. Now you need to find the file so you can upload it. Click **Browse**.

10. Find the CSR.txt file in your **Downloads** folder. Click **Open**.

11. When the correct file is show in the field, click **Upload**.

12. Click **Download** to download the PEM file. You will also receive this in email just like the CSR.txt file, but you will be using it in the very next step.

13. Click **OK** to save the PEM to your **Downloads** folder.

14. You will receive a confirmation message. Click **Next**.

15. Now you have to upload the certificate to MaaS360. Click **Browse**.

16. Find the file MDM_Fiberlink_Communications.pem in your **Downloads** folder. Click **Open**.

17. Enter a password. This password has no minimum security requirement. To help you remember the password, you may want to make it the same as your AppleID password.

    After entering it in the **Create Certificate Password** and **Confirm Password** fields, click **Upload**.

18. The APNs certificate has been created. Click **Close**.

19. MaaS360 will automatically take you to the next step, adding a device.

Step 2: Add Devices

Click the second tab to begin enrolling devices in MaaS360.

1. Information from your enrollment will be automatically entered in the **Username**, **Email Address** and **Phone Number** fields, but you can override it. Review the **Domain** field; it is used for email and wireless set up, and more.

2. Click **Send Request**.

   MaaS360 will send an enrollment request to the specified device.

11

When the end user gets the enrollment request, they will be directed to download the MaaS360 app. With just a few taps, they will install the app and the device will begin to send data to MaaS360.

Step 3: Play

Now you can review information about the enrolled device, take actions like Lock, Locate or Distribute App and more.

When you are finished, click **Close Quick Start** to access the MaaS360 **Home** page.

Home Page

(A)	The menu bar gives you access to different parts of MaaS360. Mouse over one of the tabs to display a menu, and then click on the item you want. Click the 🏠 icon to return to the **Home** page.
(B)	Start typing in the Search field and MaaS360 will begin displaying items that match the text, including devices, users, apps, and documents. Different links appear under the item, depending on what the item is. For example, clicking the **Locate** link under a device will display it on a map, while clicking the **Distribute** link under an app will allow you to distribute it.
(C)	My Alert Center draws your attention to important details about your environment. Blue alerts are information only, while red alerts indicate a problem and green ones mean that the situation does not need your attention. You can create and customize these alerts quickly and easily.
(D)	MaaS360 displays a snapshot of your environment at the top of the screen. The numbers are links to the most commonly used screens in MaaS360, and you can click ➕ to add a device, user, app or document.
(E)	My Activity Feed shows you what has been happening in MaaS360. You can filter to see specific types of activities, and click on an item to see details. Compliance events are highlighted.

Security Policies

Policies allow you to enforce your company's security requirements on mobile devices. Mouse over the **Security** tab at the top of the screen and click **Policies**.

Default policies are included with MaaS360, which you can use as a basis to create custom ones.

Click the tabs on the left side of the screen to see all the choices. When you have finished, save and publish it. Your policy cannot be deployed to a device until it has been published.

Advanced Search

The **Advanced Search** allows you to perform basic and advanced searches for devices. Select **Devices > Advanced Search**.

Search for	Specify if you want to search for active devices, inactive devices or all devices.
Last Reported	Specify the time period in which the devices last contacted MaaS360.
With Device Type(s)	The options listed here will vary depending on what you have purchased. Specify the device types you want to include in the search.
Define Search Conditions	Specify the category, attribute and value being searched for. For example, to see all the devices that can support remote wipe, enter the following:
Apply	Specify any Boolean operators that should be used to handle multiple search conditions. Enter the additional criteria in the text box.

Click to add a row, and click to remove one.

Click **Search** to view results matching the selected criteria. The results will appear in the lower half of the screen.

Your searches can be used for different purposes:

- The alerts on the **Home** page are based on these searches
- You can use these searches to define groups
- You can customize the columns that appear in the results section

Inventory

Select **Devices** > **Inventory** to see the Device Inventory screen, or click the Devices link on the Home page.

The Device Inventory lists your devices.

You can use the filter to find specific devices:

Click the **Reset** button to remove the filter and see the complete list again.

You can change the columns that are listed by:

1. Click on the down arrow for a column heading

2. Select **Columns**, and then check the columns you want to include.

At the top right-hand corner of the screen are additional buttons:

- Click to refresh the information.
- Click **Save Column Preferences** to preserve the changes you made to the columns.
- Click **Go to Advanced Search** to enter advanced search criteria.
- Click **Add Device** to send an enrollment request to a device.

Device Views

The first device view is the **Summary** screen.

Click to refresh the information.

Additional screens are available by clicking the pull-down menu. Different screens may be listed depending on the device.

- **Summary**: Basic information about the device, including network and compliance information.

- **Hardware Inventory**: Detailed hardware and storage information about the device. Click **Edit** to update custom attribute information.

- **Operating System**: The OS, OS version, kernel version, API level and more.

- **Network Information**: Detailed information about the cellular network, Wi-Fi network and more.

- **Location Information**: A map showing the last known location of the device.

- **Security & Compliance**: Detailed information about passwords, encryption, the policy, data syncing, and more.

- **Software Installed**: The apps on the device, including the version, size and type.

- **Modules** (appears only if the Cloud Extender is installed for use with the BlackBerry Enterprise Server): The modules on the device, including the version and size.

- **Service Books** (appears only if the Cloud Extender is installed for use with the BlackBerry Enterprise Server): The service books on the device, including the service ID and content ID.

- **Running Services**: The services on the device, including the app ID, memory used, and running time.

- **App Distributions**: The apps that have been distributed to the device by MaaS360; including when they were deployed and which ones have been installed.

- **Installed Services**: Information about the MaaS360 app that is running on the device.

- **Change History**: Information about changes made to the account.

- **Action History**: Lists the actions performed on the device.

Actions

You can perform actions on the device from the Device View.

Note: The Actions that appear depend on a number of factors, including the device type and how it is being managed, and if the Cloud Extender is installed for ActiveSync options, etc. Refer to Appendix A for details.

- **Refresh Device Information**: Retrieves the most recent data from the mobile device

- **Last Known Location**: Locates the mobile device

- **Send Message**: Sends a message to it

- **Buzz Device**: Sends an alert tone to help locate it in the immediate area

- **Lock Device**: Sends a command that will lock it

- **Reset Device Passcode**: Clears the current passcode

- **Selective Wipe**: Deletes the Wi-Fi profile, Exchange ActiveSync profiles, and Web shortcuts configured on the device via MaaS360 policy. It can also remove apps and documents, if the appropriate options were selected when they were loaded into the App Catalog and Content Library, respectively

- **Wipe Device**: Erases all data on the device and resets it to the original factory settings. For Android 2.2, the Wipe Device action will reset only the phone memory. However, in Android 2.3, it will reset both the phone memory and the SD card

- **Change iOS/Android Policy**: Allows you to change the policy in force on the device

- **Change Plan**: Allows you to change the Mobile Expense Management plan

- **Distribute App**: Distribute an app to the device

- **Remove Control**: Allows you to unregister the device from MaaS360, and MaaS360 cannot manage it anymore. The first part of the process is a selective wipe of the device

- **Hide Device Record**: Marks a device as inactive in MaaS360 reporting, but it does not remove control on the device. This should only be performed if the device is permanently offline, destroyed, etc.

- **Change Rule Set**: Allows you to apply or update the rule set assigned to a device

- **Refresh Device Information (EAS)**: Refreshes the information shown for the device from Exchange ActiveSync

- **Block Device (EAS)**: Prevents the device from accessing your Exchange ActiveSync server

- **Change ActiveSync Policy (EAS)**: Changes the policy in force on the device. These settings will be specific to Exchange ActiveSync

- **Remove Device from Exchange Server (EAS)**: Removes the device records from your Exchange ActiveSync server

- **Reset Device Passcode (BlackBerry)**: Clears the current passcode

- **Wipe Device (BlackBerry)**: Allows you to wipe data and settings deployed from MaaS360

- **Change BES Policy (BlackBerry)**: Changes the policy in force on the device

- **Remove Device from BES (BlackBerry)**: Removes the device records from your BES server

- **Block Device (Lotus Traveler)**: Prevents the device from accessing your Lotus Traveler server

- **Wipe Device (Lotus Traveler)**: Allows you to wipe data and settings deployed from MaaS360

- **Remove Device from Traveler (Lotus Traveler)**: Removes the device records from your Lotus Traveler server

- **Change Rule Set (Lotus Traveler)**: Allows you to apply or update the rule set assigned to a device

- **Hide Device Record (Lotus Traveler)**: Marks a device as inactive in MaaS360 reporting, but it does not remove control on the device. This should only be performed if the device is permanently offline, destroyed, etc.

Applications

The app management features of MaaS360 are accessed from the **Apps** tab.

The App Catalog

MaaS360 allows you to deploy apps to your users quickly and easily. Each app must be loaded into the MaaS360 App Catalog before it can be distributed.

To access the App Catalog, mouse over **Apps** and click **Catalog**.

The App Catalog lists your apps and provides basic information about them.

You can sort and filter your apps by clicking on the column headings.

At the bottom of the screen you can see how much storage you are using, and how much is available.

There are links under each app you can use to take action.

View

Click the **View** link to see detailed information about the app.

You can see:

- The type of app

- The category

- How many devices it was distributed to

- How many have installed it

- Any security policies in effect for it

- An audit trail

If there are pending distributions, they will be marked with a red **X**. You can click the **X** to cancel the specified distribution.

Distribute

Click the **Distribute** link to choose the options you want for distributing the app. There are different options depending on the type of app.

Different options are displayed depending on the type of app:

- iTunes App Store App:

  o **Available for**: Specify who can receive the app, either all users or a group

  o **Target**: Specify if it will be deployed to a device, a group or a specific device

  o **Instant Install (iOS 5+ devices)**: Recipients will be prompted to install the app (not available for paid apps, unless you are using VPP codes)

  o **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Enterprise App for iOS:

  o **Available for**: Specify who can receive the app, either all users or a group

  o **Target**: Specify if it will be deployed to a device, a group or a specific device

  o **Instant Install (iOS 5+ devices)**: Recipients will be prompted to install the app (not available for paid apps, unless you are using VPP codes)

- o **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Google Play App:

  - o **Available for**: Specify who can receive the app, either all users or a group

  - o **Target**: Specify if it will be deployed to a device, a group or a specific device

  - o **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Enterprise App for Android:

  - o **Available for**: Specify who can receive the app, either all users or a group

  - o **Target**: Specify if it will be deployed to a device, a group or a specific device

  - o **Instant Install**: Specify if the user will be prompted to install the app and the type of network:

    - ▪ All Networks

    - ▪ Wi-Fi only

    - ▪ Wi-Fi and in-network cellular

    Note: Instant Install is silent for Samsung SAFE devices.

  - o **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Windows Phone Store App: Send Email

  - o **Available for**: Specify who can receive the app, either all users or a group

  - o **Target**: Specify if it will be deployed to a device, a group or a specific device

  - o **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Windows Phone Private App:

  - o **Target**: Specify if it will be deployed to a device, a group or a specific device

  - o **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Web App for iOS:

  - o **Available for**: Specify who can receive the app, either all users or a group

  - o **Target**: Specify if it will be deployed to a device, a group or a specific device

Delete

Click the **Delete** link to delete the app from the App Catalog. It cannot be distributed to anyone if it has been deleted.

Click Show Deleted Apps to see all the apps that were deleted. You can only view them.

Distribution Details by Devices

Click the **More** link, and then click **Distribution Details by Devices** to see information about previous distributions.

Adding an App to the App Catalog

1. Click the **Add** button to add an app.

It expands so you can indicate the type of app.

2. Specify if the app will be available to all users or a specific group, even if you do not plan to distribute the app to them right away.

3. Begin entering the name of the app. MaaS360 will present you with choices as you type.

24

4. Specify the app removal, security and distribution options.

Different options are displayed depending on the type of app:

- iTunes App Store App:
  - o **App Source**: Enter the app's name. Click **Change Region** if need to change the name of the country
  - o **Remove App on**
    - **MDM Removal & Selective Wipe**: The app will be removed if MaaS360's control of the device is terminated, or if a selective wipe is performed on the device
    - **Stopping Distribution**: The app will be removed if a pending distribution is ended
  - o **Security Policies**
    - **Restrict Data Backup to iTunes:** App data will not be backed up to iTunes
  - o **Distribute to**
    - **None**: Load the app into the App Catalog without distributing it
    - **Specific Device**: Enter the device name and specify:
      - **Instant Install**: MaaS360 will prompt the recipient to download the app

25

- **Send Email**: MaaS360 will send them an email telling them about the new app
    - **Group**: Select the group of devices to receive the app and specify:
        - **Instant Install**: MaaS360 will prompt the recipient to download the app
        - **Send Email**: MaaS360 will send them an email telling them about the new app
    - **All Devices**: All your devices will receive the app. Specify:
        - **Instant Install**: MaaS360 will prompt the recipient to download the app
        - **Send Email**: MaaS360 will send them an email telling them about the new app
- Enterprise App for iOS:
    - **App Source**: Enter the app's name
    - **Description**: Enter a description of the app
    - **Category**: Enter a classification for the app
    - **Screenshot**: Upload screenshots for the app
    - **Remove App on**
        - **MDM Removal & Selective Wipe**: The app will be removed if MaaS360's control of the device is terminated, or if a selective wipe is performed on the device
        - **Stopping Distribution**: The app will be removed if a pending distribution is ended
    - **Security Policies**
        - **Restrict Data Backup to iTunes:** App data will not be backed up to iTunes
    - **Distribute to**
        - None: Load the app into the App Catalog without distributing it
        - Specific Device: Enter the device name and specify:
            - **Instant Install**: MaaS360 will prompt the recipient to download the app
            - **Send Email**: MaaS360 will send them an email telling them about the new app
        - **Group**: Select the group of devices to receive the app and specify:
            - **Instant Install**: MaaS360 will prompt the recipient to download the app
            - **Send Email**: MaaS360 will send them an email telling them about the new app
        - **All Devices**: All your devices will receive the app. Specify:
            - **Instant Install**: MaaS360 will prompt the recipient to download the app
            - **Send Email**: MaaS360 will send them an email telling them about the new app
- Google Play App:
    - **App Name**: Enter the app's name. Click **Provide URL** if you need to find the app in the Google Play store

- o **Remove App on**
  - **MDM Control Removal**: The app will be removed if MaaS360's control of the device is terminated
  - **Selective Wipe**: The app will be removed if a selective wipe is performed on the device
- o **Security Policies**
  - **Enforce Authentication:** Users must enter a username and password to receive the app
  - **Enforce Compliance:** Devices must be in compliance to receive the app
- o **Distribute to**
  - None: Load the app into the App Catalog without distributing it
  - Specific Device: Enter the device name and specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app
    - **Send Email**: MaaS360 will send them an email telling them about the new app
  - **Group:** Select the group of devices to receive the app and specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app. Instant Install is silent on Samsung SAFE devices
    - **Send Email**: MaaS360 will send them an email telling them about the new app
  - **All Devices:** All your devices will receive the app. Specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app
    - **Send Email**: MaaS360 will send them an email telling them about the new app
- Enterprise App for Android:
  - o **App Source**: Upload the file. Click **Provide URL** to use a URL instead
  - o **Description**: Enter a description of the app
  - o **Category**: Enter a classification for the app
  - o **Screenshot**: Upload screenshots for the app
  - o **Remove App on**
    - **MDM Control Removal:** The app will be removed if MaaS360's control of the device is terminated
    - **Selective Wipe**: The app will be removed if a selective wipe is performed on the device
  - o **Security Policies**
    - **Restrict Data Backup to iTunes:** App data will not be backed up to iTunes
  - o **Distribute to**
    - None: Load the app into the App Catalog without distributing it

- **Specific Device:** Enter the device name and specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app. Instant Install is silent on Samsung SAFE devices
    - **Send Email**: MaaS360 will send them an email telling them about the new app
- **Group:** Select the group of devices to receive the app and specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app. Instant Install is silent on Samsung SAFE devices
    - **Send Email**: MaaS360 will send them an email telling them about the new app
- **All Devices:** All your devices will receive the app. Specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app. Instant Install is silent on Samsung SAFE devices
- **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Windows Phone Store App:
  - o **Windows Phone Store App**: Upload the file. Click **Provide URL** to use a URL instead
  - o **Distribute to**
    - None: Load the app into the App Catalog without distributing it
    - Specific Device: Enter the device name and specify:
        - **Instant Install**: MaaS360 will prompt the recipient to download the app
        - **Send Email**: MaaS360 will send them an email telling them about the new app
    - **Group:** Select the group of devices to receive the app and specify:
        - **Instant Install**: MaaS360 will prompt the recipient to download the app
        - **Send Email**: MaaS360 will send them an email telling them about the new app
    - **All Devices:** All your devices will receive the app. Specify:
        - **Instant Install**: MaaS360 will prompt the recipient to download the app
    - **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Windows Phone Private App:
  - o **Windows Phone URL for App**: Specify the URL of the app
  - o **Distribute to**
    - None: Load the app into the App Catalog without distributing it
    - Specific Device: Enter the device name and specify:
        - **Instant Install**: MaaS360 will prompt the recipient to download the app

- **Send Email**: MaaS360 will send them an email telling them about the new app
  - **Group:** Select the group of devices to receive the app and specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app
    - **Send Email**: MaaS360 will send them an email telling them about the new app
  - **All Devices**: All your devices will receive the app. Specify:
    - **Instant Install**: MaaS360 will prompt the recipient to download the app
  - **Send Email**: Recipients will receive an email telling them that the app has been added to their app catalog

- Web App for iOS:
  - **Web App Display Name**: Enter the app's name
  - **Web App URL:** Enter the complete URL for the app
  - **Web App Icon:** Specify the icon you want to represent the app
  - **Description**: Enter a description of the app
  - **Category**: Enter a classification for the app
  - **Remove App on**
    - **Stopping Distribution**: The app will be removed if a pending distribution is ended

    Note: iOS Web Apps are always removed if MaaS360's control of the device is terminated or if a selective wipe is performed on it.

  - **Policies**
    - **Install Automatically**: App data will not be backed up to iTunes
    - **Launch in Full Screen:** Launch the app in full screen mode on the device
    - **Visual Effects on Icon**: The icon will be displayed with standard graphics
    - **Allow Users to Remove**: Allow users to remove the app from the device

  - **Distribute to**
    - None: Load the app into the App Catalog without distributing it
    - Specific Device: Enter the device name and specify:
      - **Instant Install**: MaaS360 will prompt the recipient to download the app
      - **Send Email**: MaaS360 will send them an email telling them about the new app
    - **Group:** Select the group of devices to receive the app and specify:
      - **Instant Install**: MaaS360 will prompt the recipient to download the app
      - **Send Email**: MaaS360 will send them an email telling them about the new app
    - **All Devices**: All your devices will receive the app. Specify:
      - **Instant Install**: MaaS360 will prompt the recipient to download the app

- **Send Email**: MaaS360 will send them an email telling them about the new app

5. When you have finished selecting the options you want, click **Add**.

Note: The Secure Productivity Suite offers many more options for securing apps. For more information, contact your account representative.

Documents

The Document Management features of MaaS360 are accessed from the **Docs** tab.

Content Library

MaaS360 allows you to distribute documents and files to your users quickly and easily. Each document must be loaded into the MaaS360 Content Library before it can be distributed.

To access the Content Library, mouse over **Docs** and click **Content Library**.

The Content Library lists your files and provides basic information about them.

Click the highlighted number under **Downloads** to see the devices that have downloaded the file.

You can sort and filter your files by clicking on the column headings.

There are links under each app you can use to take action.

Edit

Click the **Edit** link to see detailed information about the app.

You can see information about the distribution, including the size of the file and any security that has been applied to it. You can also see the version history for the file. Click the red **X** to delete a distribution.

For iOS devices, you can select **Restrict Share** and prevent documents from being opened with third-party apps. On Android devices it will prevent the content from going to the device.

You can also specify the download policies for iOS devices:

- **Download Automatically**: The document will automatically be downloaded onto the device
- **Hide Doc Preview in App**: A preview of the document will not be shown. This is for file formats like iBooks where preview is not supported
- **Password Protected**: Users must enter a password to access the document
- **Download only on Wi-Fi**: To reduce mobile data costs, the document will only be downloaded on a Wi-Fi network
- **Restrict Delete after Download**: Prevents users from removing a locally cached copy of the document

After making your changes, click **Save**.

You can also remove the document from the Content Library by clicking **Delete** from this screen.
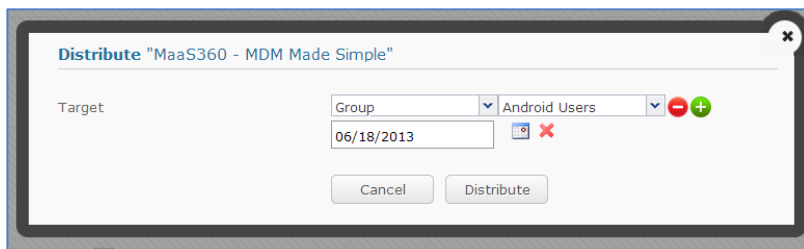
Distribute

To distribute a document, click the **Distribute** link under its name.

Specify if an individual device, a group or all users should receive the document. If you want to distribute the document to more than one target, click .

You can also enter an expiration date when MaaS360 will remove the document from an individual device, a group or all users.

Click **Distribute**.

Delete

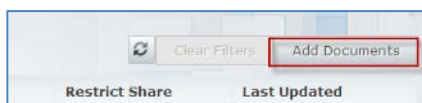To delete a document, click the Delete link under its name.

Adding Documents to the Content Library

If you wish to add a new document, mouse over **Docs** and select **Content Library**.

At the bottom of the page you can see how much free space is still available—you may need to delete documents before you can add the new one.

Click the **Add Documents** button to upload documents that you wish to distribute to iOS and Android mobile devices.

Enter the details about the document.

Available for	Specify the group that can receive the document.
Select Files	Browse to the file you want to add and select it. You can upload up to 15 files at a time.
Document Names	Enter the name you want your users to see.
Tags	Enter tags to help your users find the document, separated by a comma.
Security Settings	Click **Restrict Share** if you want to prevent users from opening the document with a third-party app.
Download Policies	Specify the policies that apply to this document: **Password Protected**: Users must enter a password to access the document **Download Automatically**: The document will automatically be downloaded onto the device **Hide Doc Preview in App**: A preview of the document will not be shown for file formats like iBooks where preview is not supported **Download only on Wi-Fi**: To reduce costs, the document will only be downloaded on a Wi-Fi network **Restrict Delete after Download**: Prevents users from removing a locally cached copy of the document
Distribute to	Specify if the document should immediately be distributed to all devices and users, a specific group, a specific device, or if it should not be distributed immediately (**None**). You can also enter an expiration date when the document will be removed from an individual device, a group or all users.

Click **Save**.

When prompted, enter your password and click **Continue**.

Document Settings

Select **Docs** > **Settings** to specify document policies and behavior.

Restrict Share	Users cannot open documents with third-party apps, email documents, or copy/paste the content.
Password Protected	Users must enter a passcode to access the document.
Download only on Wi-Fi	To reduce costs, the document will only be downloaded on a Wi-Fi network.
Restrict Delete after Download	Prevents users from removing a locally cached copy of the document.
Download Automatically	The document will automatically be downloaded onto the device.
Hide Doc Preview in App	A preview of the document will not be shown for file formats like iBooks where preview is not supported.

These are the default settings for all your documents.
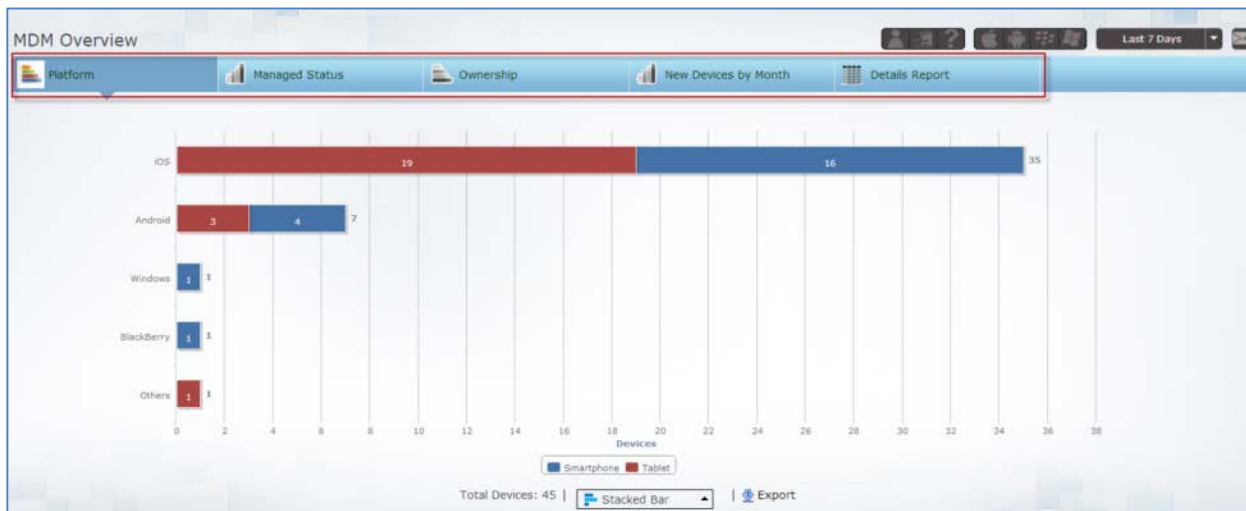
Reports

MaaS360 Mobile Intelligence™ reports allows you to use enhanced reporting functions, such as the tabular presentation of reports to group associated graphs and reports, and to provide easy navigation between the reports. It also includes filters, which help you generate a variety of real-time reports or narrow down report details based on your filter criteria.

To access the reports, mouse over the Reports tab and select the report family you want.

Note: The reports that appear on the Reports tab depend on the products you have purchased. The list you see may be different than what is shown in this document.

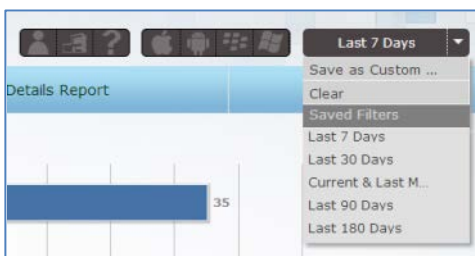Separate reports in each family appear on tabs.

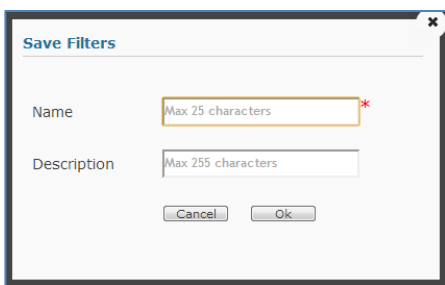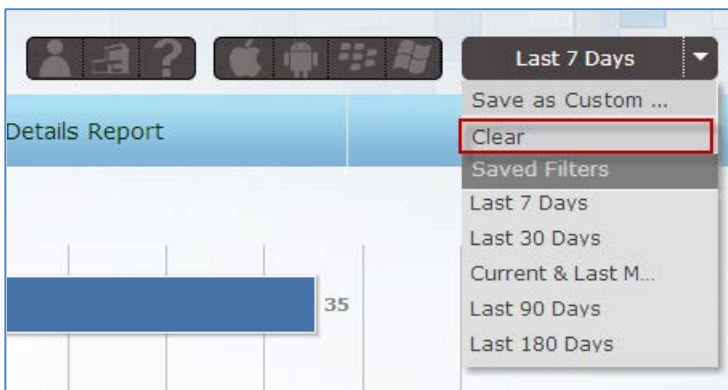There are filters at the screen to help you manage your data:

- Personal

- Corporate owned

- Unspecified

- iOS

- Android

- BlackBerry

- Windows Phone

- Time period

You can save your filter so you can use it again. Click **Save as Custom**, and then enter a name and description for it.

Note: The filter you select for one report in a family is retained for the other reports until you clear it by clicking Clear on the pull-down menu.

You can subscribe to reports by clicking ✉.

You can specify the graphs and reports included in the subscription, the format (PDF or PPT), the email recipients, the delivery frequency and more.

You can mouse over part of a graph to see the details about it. For example, the following shows that out of the 7 Android devices, 3 are tablets:
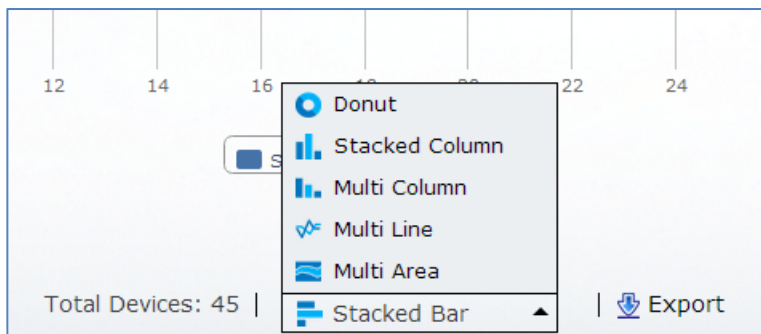

If you click on it, MaaS360 displays the **Details Report** filtered to show information about those tablets:

The active filters are highlighted (yellow) for the associated columns.

You can choose the type of chart by selecting it from the menu at the bottom of the page.

You can also download the report by clicking **Export**.